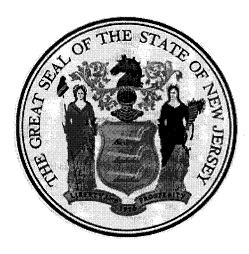
State of New Jersey



Municipal Tax Assessor Records Retention Schedule

M120000-901



•				FL ,O CR-AA-0004-(4/85)
RECORDS	RETENTION AND DISPOSITION SCHEDULE	AGENCY NUMBER M1 20000	SCHEDULE NUMBER	1 of 5
DEPARTMENT Mun	Municipal Tax Assessor	AGENCY REPRESENTATIVE F	Frank Bucino, CTA, RES	RES
DIVISION		TITLE President, Associ	Association of Municipal	Assessors of NJ
BUREAU		(AREA CODE) TELEPHONE NUMBER	MBER (201) 460-3006	96
SCHEDULE APPROV	SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee.	ule, upon expiration of their I I in accordance with the law ar	etention periods, will be regulations of the Sta	be deemed to have no ate Records Committee.
AGENCY REPRESENTATIVE SCHATURE	PROME CONSTRUCTION DATE OF THE PROPERTY OF THE	STATE RECORDS COMP	HTTEE SIGNATURE	10 DEC 1998
RECORD	RECORD TITLE AND DESCRIPTION	AGENCY RETAIN IN -	N IN RECORDS CENTER	DISPOSITION
0001-0000	Assessor's Field Book (Workbook)	3 yrs		Destroy
0002-0000	Building Permit (Assessor's Copy)	1 yr beyond reassessment determination		Destroy
0003-0000	Certification of School District Requirements A4F-Form A (Maintained by School Boards for 10 years).	1 yr		Destroy
0004-0000	Data Entry			
0004-0001	Data Entry - Accepted - Rejected List (Computer Printout)	iter After posting		Destroy
0004-0002	Data Entry Proof Book (Computer Printout)	After Posting		Destroy
0004-0003	Data Entry - Property Record Change Form N.J.P.T 19	J.P.T. After Posting		Destroy
0004-0004	Data Entry - Property Record Change Form Supplement N.J.P.T 20	After Posting		Destroy
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RECORD SERIES NO. RECORD TITLE AND DESCRIPTION RECORD SERIES DESTROY DE	RECORDS	RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY NUMBER \$	SCHEDULE NUMBER 901	PAGE NUMBER 2 OF 5
County Tax Board - Appeals County Tax Board - Appeals County Tax Board - Judgments County Tax Board - Stipulation County Tax Board - Stipulation County Tax Board - Stipulation County Tax Board - Income Statement Form County Tax Board - Income Statement Form County Tax Board - Income Statement Form County Tax Board - Stipulation County Tax Board - Stipulation County Tax Board - Stipulation Tax Board - Judgments Syrs I yr beyond lapse in exemption I yr beyond lapse in exemption J yr beyond lapse in exemption Statement (Form I.S.) Exempt Property - Exempt Property Initial in exemption Statement (Form F.S.)	RECORD SERIES NO	RECORD TITLE AND DESCRIPTION	1	z	DISPOSITION
County Tax Board - Appeals County Tax Board - Judgments County Tax Board - Judgments County Tax Board - Stipulation County Tax Board - Income Statement Form Home Improvement Exemptions Home Improvement Exemptions - Claim for Home Improvement Exemptions - Notice of Home Improvement Disallowance (H.I.E2) Home Improvement Exemptions - Multiple Dwelling Forms MD-EA, MD-EA-1 Deeds and or Abstracts (Assessor's Copies) Exempt Property Exempt Property - Exempt Property Initial Statement (Form I.S.) Exempt Property - Exempt Property Further Statement (Form F.S.)	SENIES NO.				
County Tax Board - Appeals County Tax Board - Judgments County Tax Board - Stipulation County Tax Board - Income Statement Form County Tax Board - Income Statement Form Home Improvement Exemptions Home Improvement Exemptions - Claim for Home Improvement Exemption (H.I.E1) Home Improvement Exemption (H.I.E1) Ilome Improvement Exemptions - Notice of Home Improvement Disallowance (H.I.E2) Ilome Improvement Exemptions - Multiple Dwelling Forms MD-EA, MD-EA-1 Deeds and or Abstracts (Assessor's Copies) Exempt Property Exempt Property - Exempt Property Initial Statement (Form I.S.) Exempt Property - Exempt Property Further As updated As updated As updated As updated	0005-0000	County Tax Board			
County Tax Board - Judgments County Tax Board - Stipulation County Tax Board - Income Statement Form County Tax Board - Income Statement Form Home Improvement Exemptions Home Improvement Exemptions - Claim for Home Improvement Exemption (H.I.E1) Home Improvement Exemptions - Notice of Home Improvement Disallowance (H.I.E2) Ilome Improvement Exemptions - Multiple Dwelling Forms MD-EA, MD-EA-1 Deeds and or Abstracts (Assessor's Copies) Exempt Property Exempt Property - Exempt Property Initial Statement (Form I.S.) Exempt Property - Exempt Property Further As updated As updated As updated	0005-0001	1	3 yrs		Destroy
County Tax Board - Stipulation County Tax Board - Income Statement Form Home Improvement Exemptions Home Improvement Exemptions - Claim for Home Improvement Exemption (H.I.E1) Home Improvement Exemption - Notice of Home Improvement Disallowance (H.I.E2) Home Improvement Exemptions - Multiple Dwelling Forms MD-EA, MD-EA-1 Deeds and or Abstracts (Assessor's Copies) Exempt Property - Exempt Property Initial Statement (Form I.S.) Exempt Property - Exempt Property Further As updated As updated As updated	0005-0002	ŧ	5 yrs		Destroy
Home Improvement Exemptions - Claim for Home Improvement Exemption (H.I.E1) Home Improvement Exemption (H.I.E1) Home Improvement Exemption (H.I.E1) Home Improvement Exemptions - Notice of Home Improvement Disallowance (H.I.E2) Home Improvement Exemptions - Notice of Home Improvement Disallowance (H.I.E2) Home Improvement Exemptions - Notice of Home Improvement Disallowance (H.I.E2) Home Improvement Exemptions - Notice of Home In exemption Justice of Home In exemp	0005-0003	ı	3 yrs		Destroy
Home Improvement Exemptions - Claim for Home Improvement Exemptions - Claim for Home Improvement Exemption (H.I.E1) Home Improvement Exemptions - Notice of Home Improvement Disallowance (H.I.E2) Ilome Improvement Exemptions - Multiple Dwelling Forms MD-EA, MD-EA-1 Deeds and or Abstracts (Assessor's Copies) Exempt Property - Exempt Property Initial Statement (Form I.S.) Exempt Property - Exempt Property Further Statement (Form F.S.) As updated As updated As updated As updated	0005-0004	- Income Statement	3 yrs		Destroy
Home Improvement Exemptions - Claim for Home Improvement Exemption (H.I.E1) Home Improvement Exemptions - Notice of Home Improvement Exemptions - Notice of Home Improvement Disallowance (H.I.E2) [Home Improvement Exemptions - Multiple Dwelling Forms MD-EA, MD-EA-1 Deeds and or Abstracts (Assessor's Copies) Exempt Property Exempt Property - Exempt Property Initial Statement (Form I.S.) Exempt Property - Exempt Property Further As updated As updated As updated As updated	0006-0000	Home Improvement Exemptions			
Home Improvement Exemptions - Notice of Home Improvement Disallowance (H.I.E2) Ilome Improvement Exemptions - Multiple Dwelling Forms MD-EA, MD-EA-1 Deeds and or Abstracts (Assessor's Copies) Exempt Property Exempt Property - Exempt Property Initial Statement (Form I.S.) Exempt Property - Exempt Property Further Statement (Form F.S.) As updated As updated As updated As updated	0006-0001	Improvement Exemptions - ovement Exemption (H.I.E.	1 yr beyond in exemptio	1apse n	Destroy
Itome Improvement Exemptions - Multiple Dwelling 1 yr beyond lapse in exemption	0006-0002	Improvement Exemptions - Notice ovement Disallowance (H.I.E2)	3 yrs		Destroy
Exempt Property Exempt Property - Exempt Property Initial Statement (Form I.S.) Exempt Property - Exempt Property Further Statement (Form F.S.) As updated 1 yr beyond lapse in exemption As updated As updated	0006-0003	Improvement Exemptions - MD-EA, MD-EA-1	l yr beyond in exemptio	lapse	Destroy
Exempt Property - Exempt Property Initial Exempt Property - Exempt Property Initial Statement (Form I.S.) Exempt Property - Exempt Property Further Statement (Form F.S.) As updated	0007-0000	Deeds and or Abstracts (Assessor's Copies)	As updated		Destroy
Exempt Property - Exempt Property Initial Statement (Form I.S.) Exempt Property - Exempt Property Further Statement (Form F.S.) As updated As updated	0008-0000	Exempt Property			•
Exempt Property - Exempt Property Further Statement (Form F.S.) As updated	0008-0001		1 yr beyond in exemptic	n lapse	Destroy
	0008-0002	<pre>pperty - Exempt Property (Form F.S.)</pre>	As updated		Destroy

RECORDS	RETENTION AND DISPOSITION SCHEDULE	AGENCY NUMBER SO	SCHEDULE NUMBER 901	PAGE NUMBER 3 OF 5
RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN AGENCY	RECORDS CENTER	DISPOSITION
0009-0000	Farmland Assessment			
0009-0001	<pre>Farmland Assessment - Farmland Assessment (Form F.A1)</pre>	3 yrs		Destroy
0009-0002	Farmland Assessment - Denial Notice	3 yrs		Destroy
0009-0003	Farmland Assessment - Rollback Complaint	3 yrs		Destroy
0009-0004	Farmland Assessment - Rollback Judgment	3 yrs		Destroy
0009-0005	Farmland Assessment - Income/Use Verification	3 yrs		Destroy
0010-0000	Tax Maps (Assessor's Copies)	As updated		Destroy
0011-0000	Property Record Cards	As updated		Destroy
0012-0000	Return of Tangible Personal Property by Telephone, Telegraph Companies, etc. PT-10	5 yrs		Destroy
0013-0000	Sales Ratio			
0013-0001	Sales Ratio - Sales Ratio Forms SR1-A	3 yrs		Destroy
0013-0002	Sales Ratio - Useable Non-useable Listing - Monthly	Until cumulative listing received	tive ived	Destroy
0013-0003	Sales Ratio - Useable Non-useable Listing - Cumulative	Until annual listing received	ived	Destroy
0013-0004	Sales Ratio - Useable Non-useable Listing - Annual	2 yrs		Destroy
0013-0005	Sales Ratio - Sales Ratio Change Form SR-6	3 yrs		Destroy
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0019-0000 Notice of Property N.J.S.A. 54:4-38.1	0018-0004 Veterans' Exe - Disabled Ve	0018-0003 Veterans' Exemption: - Disabled Veteran's Exemption (D.V.E.)	0018-0002 Veterans' Exemption - Veteran's Widow's Deduction (W.V.E.)	Veterans' E - Veteran's (V.E.)	0 Veterans'	RECORD RECORD R	RECORDS RETENTION	
erty Tax Assessment Required by 38.1	Veterans' Exemption and/or Deduction Certificates - Disabled Veteran's Widow's Claim for Property Tax Exemption (W.D.V.E.)	Exemption and/or Deduction Certificates d Veteran's Claim For Property Tax (D.V.E.)	<pre>emption and/or Deduction Certificates Widow's Claim for Property Tax .V.E.)</pre>	Exemption and/or Deduction Certificates's Claim for Property Tax Deduction	Exemption and/or Deduction Certificates	RECORD TITLE AND DESCRIPTION	RETENTION AND DISPOSITION SCHEDULE	
2 yrs	3 yrs after title transfer	3 yrs after title transfer	3 yrs after title transfer	3 yrs after title transfer		RETA AGENCY	M120000	
	le	1e		le		A I N I N RECORDS CENTER	SCHEDULE NUMBER 901	
Destroy	Destroy	Destroy	Destroy	Destroy		DISPOSITION	5 OF 5	

RECORDS	RETENTION AND DISPOSITION SCHEDULE	AGENCY NUMBER S	SCHEDULE NUMBER	PAGE NUMBER 4 OF 5
RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN AGENCY	RECORDS CENTER	DISPOSITION
0014-0000	State Tax Court			
0014-0001	State Tax Court - Complaints	3 yrs		Destroy
0014-0002	State Tax Court - Notice of Hearings	3 yrs		Destroy
0014-0003	State Tax Court - Withdrawal Letter	3 yrs		Destroy
0015-0000	Deduction Applications			
0015-0001	Deduction Applications - Senior Citizen's Deduction Application(P.D1)	3 yrs after ti	title	Destroy
0015-0002	Deduction Applications - Permanently Disabled Deduction Application (P.D2)	3 yrs after ti transfer	title	Destroy
0015-0003	Deduction Applications - Surviving Spouse Deduction Application (P.D3)	3 yrs after ti transfer	title	Destroy
0015-0004	Deduction Applications - Notice of Disallowance (P.D4)	3 yrs after ti transfer	title	Destroy
0016-0000	Solar Energy Exemption Form (S.E.E1)	1 yr beyond lapse in exemption	pse	Destroy
0017-0000	Subdivision Plans	1 yr beyond reassessment determination		Destroy